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graph TD
    A[State background check conducted and results have been received  
Yes or No?] --> B[Conduct state background check.]
    A -- Yes --> C[Based on results of state background check, can you retain the applicant?  
Yes or No?]
    A -- No --> B
    B --> D[Results of state check have been received.]
    D --> C
    C -- No --> E[Federal background check is not necessary.]
    C -- Yes --> F[Is applicant a volunteer?  
Yes or No?]
    F -- No --> G[Will applicant work in residential care or adult day care facility?  
Yes or No?]
    F -- Yes --> H[Request fingerprint card # SCDHEC00Z from Health Licensing. (See Encl. 2, Fig. 4)]
    G -- No --> I[Request fingerprint card # SCNFHHC9Z from Health Licensing. (See Encl. 2, Fig. 5)]
    G -- Yes --> H
    H --> J[Complete fingerprint card and mail to DHEC, Division of Finance along with fee of $24 for an employee or $18 for a Volunteer.]
    I --> J

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